



MERCED COUNTY COMMUNITY ACTION AGENCY

1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543

MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB ANNOUNCEMENT

NUTRITION ASSISTANT I

WOMEN, INFANTS & CHILDREN (WIC) NUTRITION & HEALTH PROGRAM

DEFINITION:

Under direct supervision of the assigned Site Manager or Assistant Site Manager the Nutrition Assistant I is responsible for screening participants in the WIC Program, printing food vouchers; scheduling appointments and directing participant flow. The Nutrition Assistant will complete the WIC Nutrition Assistant certification training manual under the supervision of the Nutrition Education Coordinator or their designee. This position will travel as needed site to site. This is a non-exempt position.

EXAMPLE OF DUTIES:

- Under direction complete WIC enrollment screening, eligibility determinations and certifications;
- Conduct nutrition assessment, record individual education plan, prescribe the most appropriate food instrument for the WIC participant and provide individual nutrition education;
- Conduct group nutrition education sessions;
- Provide counseling and support to breast-feeding mothers;
- Review participant files to insure that records are accurate and complete;
- Answer phones and general office work as assigned;
- Provide translation assistance for non-English speaking participants if job application indicated bilingual skills;
- Travel to other sites as assigned or provide assistance at other sites as needed.

EMPLOYMENT STANDARDS:

Education: High School graduate or equivalent. Some college or technical training in health related fields.

Experience: Minimum one year general office work. Experience with low income, multicultural and multilingual populations.

Knowledge and Abilities: Knowledge of modern office practices and procedures; type 40 wpm, computer literate; accurate maintenance of records and reports. Ability to work independently and cooperatively with staff and clients; communicate effectively, both orally and in writing. Maintain confidentiality. Bilingual English / Spanish preferred.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California driver's license, current DMV report and proof of minimum California vehicle insurance.
2. Work occasional Saturdays and evenings.
3. Ability to walk, stoop and squat as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to sit as much as 75 % of scheduled time, performing fine motor manipulation skills such as keyboarding and writing.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION

The American Federation of State, County and Municipal Employees (AFSCME – Local 2703), AFL-CIO represents this position under an Agency agreement.

SALARY RANGE: \$10.44 HR + BENEFITS 8hrs/day 5 days/wk

JOB SITE: FLOATER

APPLY AT: MCCA, 1235 W. Main St. Merced – APPLICATION AND RESUME A MUST

DEADLINE: 5:00PM ON FRIDAY, Feb 6, 2012

THIS IS NOT A COUNTY POSTION